



**Ministry of Labour**

---

## **e - Forms User Manual ( New Person Creation )**

---

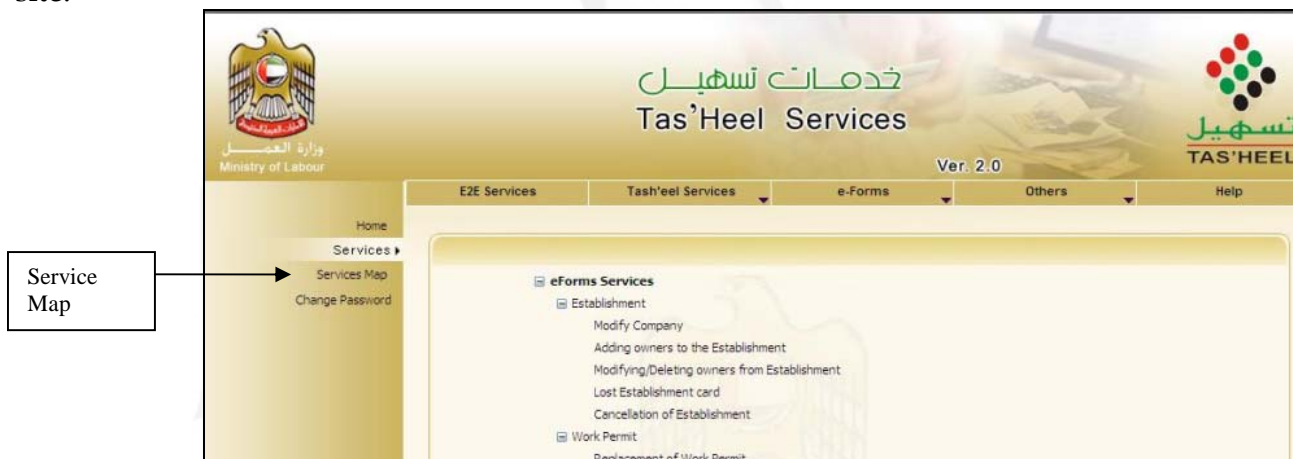
## Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

### Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

### Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

## New Person Creation

### Introduction

New Person Creation service is use to create a new person in Ministry of Labour.

### Functional Description


- Click on "New Person Creation".



- Enter company code and press "GO".

A form titled "Enter your Company Number". It contains a text input field labeled "Company Code" with the value "1111111" and a "Go" button.

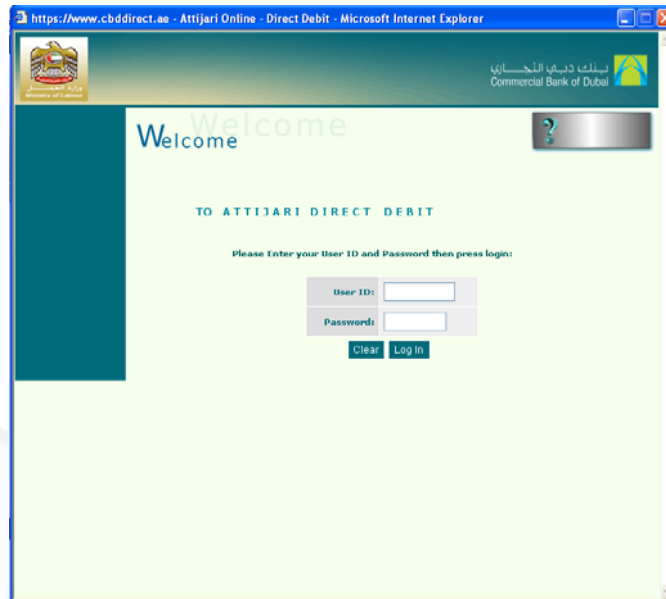
- On clicking "GO" a form is displayed that needs to be completed.

Company Number	73 B	License No	1030839	Expiry Date	29/10/2010
Company Name	AL JABER TRANSPORT & GENRAL CONT.L.L.C				
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
<b>Person Information</b>					
Person Name(Arabic)*	<input type="text" value="عبد المطلب امير علي"/>				
Person Name(English)*	<input type="text" value="ABDUL MATLIB AMIR ALI"/>				
Nationality*	301	BANGLADESH	Gender*	MALE	
Birth Country*	21	EMIRATES	Birth Date*	01/08/1974 <sup>12</sup>	
Birth Place(Arabic)*	<input type="text"/>		Birth Place(English)*		<input type="text"/>
Previous Nationality*	<input type="text"/>		Permanent Country*		<input type="text"/>
Passport No*	O 0903956		Passport Type*		1 NORMAL
Passport Issue Date*	13/02/2000 <sup>12</sup>		Passport Expiry Date*		19/03/2004 <sup>12</sup>
Passport Place (Arb)*	<input type="text"/>		Passport Place (Eng)*		<input type="text"/>
Passport Issue Country*	21	EMIRATES			
Religion *	1	MUSLIM	Faith *		<input type="text"/>
Education*	5	SECONDARY	Marital Status*		<input type="text"/>
National No	<input type="text"/>		File No		<input type="text"/>
Phone No	<input type="text"/>		Language*		<input type="text"/>
Address* <input type="text"/>					
Documents Scanned <input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>Contact Information</b>					
Person Name (English) *	<input type="text"/>		Person Name (Arabic) *		<input type="text"/>
ID Number*	<input type="text"/>		ID Type*		SELECT ID TYPE
Mobile No. *	<input type="text"/>				
Save		Close			


- Person's age should be more than 5 years and less than 100 years.
- Passport issue date should be less than today.
- Passport expiry date should be more than today's date.
- It is mandatory to enter National no. and File No. to be entered for Emirates.
- Phone and Fax no. should start with "0" and be nine digits.
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.

#### 1. Person photo

- If you are unable to scan, please visit <http://www.eservices.mol.gov.ae/molforms/help/usermanual.htm>
- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.



- On completion of payment you will receive a receipt which needs to be given to the customer.



**MB090098652AE**

09:53:05 21/05/2009	التاريخ
أي طبي	مكتب عدل
الرجوع للنقل والغرفات العامة م م	اسم المنشأة
تصريح عمل إلكتروني	نوع الخدمة

---

1. This is sample text for electronic work permit.  
2.  
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وغرامات قدر تصل إلى 10,000 درهم للمعاملة الواحدة.

**Note**

**Application with wrong information will be cancelled and dealt as per sanction of laws. Fines up to 10,000 AED per application may be imposed**

- تعليقات وإرشادات -

- يجب إرفاق صورة الدرجة التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشواهد.
- يجب إرفاق صورة نموذج الطلب.
- نموذج تقديم الخدمة.
- يجب إرفاق صورة الجواز - النموذج المرفق لكل عامل.
- 200 درهم رسوم على كل عامل مطلوب.
- شهادة الكفاءة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و المراكز الخاصة ابتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في الجريد.
- يجب تقديم طلب نقل الكفاءة للوزارة بعد أقصي ثلاث شهور من تاريخ إنتهاء البطاقة ويرفع الطلب بعد إنتهاء مدة المدة.

Receipt